

FILING EQUIPMENT INVENTORY
Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060035-4

TO: Records Administration Branch
702 Magazine Building

FROM: (DIRECTORATE AND OFFICE)

Office of the DDSX DD/M&S

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	12.8	31 1/2	2	1 = 3 1 = 2	5 1/2
Tape shelves					
Conserv-A-File (roll out units)	39.0 11.3	39 33 1/2	3 1	6 6	24 75
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (size card; ins per dr)					
OTHER (describe)					

REMARKS:

(over) X - 424.6 Sq ft. floor space
- 9.0
Include number of secure and vault areas in which records are stored 1

✓ 1 Xerox machine - 7DI8 Hqs.
✓ 1 Thermo-fax machine - 2E45 Hqs.

STATINTL

28 June 1973

DATE

SIGNATURE OF RECORDS MANAGEMENT OFFICER

ADMINISTRATIVE INTERNAL USE ONLY

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TO: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DD/M&S, Office of Communications
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	122 -
2 Drawer (free standing)	52 +
4 Drawer (correspondence)	406 -
5 Drawer (correspondence)	7 +
All purpose (with doors)	3 -
Map and Plan File	1 -
Kardex (16 Slides)	1 -
8 - Drawer Card (Varied size card; 48 inches per drawer)	16 +
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe) Kardex (17 Slides)	13 -
Acme (18 Slides)	1 +
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	36 +
5 Drawer (correspondence)	53 +
Map Cabinet Sections	3 Drawers 2 5 Drawers 29 +
Map and Plan File	17 +
Kardex (16 Slides)	8 -
Map Case, 25 Drawers (1" high Drawers)	1 +
10 - Drawer Card (3 1/4x7 1/2 size card; 48 inches per drawer)	1 -
28 - Drawer Card (14x18x1 size card; _____ inches per drawer)	1 -
OTHER (describe) 1 Drawer (correspondence)	4 +
2 Drawer (correspondence)	5 +
7 Drawer (correspondence)	2 -
Acme (18 Slides)	1 +

ADMINISTRATIVE-INTERNAL USE ONLY

Continue on reverse side

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SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	Varied				65
Library type	36	Varied		550	1,650 +
Book Case Sections	33	Varied		774	2,129 +
Tape shelves					
Conserv-A-File (roll out units)	33.5	(see remarks)			678 +
Conserv-A-File-V (side roll)	36	5	6	54	162
Elevator (power files) SIMPLIFIND	60	1 1	12 14	12 14	60 70
XXXXXXXXX SELECT-A-FILE (POWER)	66	1	14	14	77 +
Remington Rand ELECTRA-FILE (POWER) Movable Shelves (motorized)	66	2	16	32	176 -
Remington Rand LEKTRIEVER (POWER) Movable Shelves (motorized)	66	1	16	16	88
CARD SHELVES (size card; ins per dr)					
OTHER (describe)					
Acme & Diebold Visible Files (strip type) - 800 pages					
Microfilm (16mm) Cartridge Storage Unit - 400 Slots					

REMARKS:

Include number of secure and vault areas in which records are stored				32
NBR SECTIONS	SHELVES HIGH	TOTAL SHELVES	CAPACITY	
*CONSERV-A-FILE, *TAB AND *SYSTEMS	10 8 25 11	2 4 5 6	20 32 125 66	56 89 349 184

*There are three trade names for this type equipment. The dimensions are very similar and can be fixed for either paper or magnetic tape storage.

Total estimated square feet: 10,413

STATINTL

16 July 73

DATE

for

SIGNATURE OF RECORDS MANAGEMENT OFFICER

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TO: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DDS/Logistics (Hqs.)
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	28
2 Drawer (free standing)	49 (+)
4 Drawer (correspondence)	184 (-)
5 Drawer (correspondence)	9 (-)
All purpose (with doors)	n8 (+)
Map and Plan File	4 (-)
Kardex (_____ Slides)	17 (+)
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe) 3 Drawer	1
7 Drawer Card	1
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	14 (-)
5 Drawer (correspondence)	70 (-)
Map Cabinet Sections	95 (-)
Map and Plan File	
Kardex (_____ Slides)	5
Safe-T-Stack Units	23
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe) 7 Drawer	1
Hanging Wall File	4
Microfilm Table w/2 drawers	1
Supply Cabinets	21 (-)

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type		1		7	216 (+)
Library type		43		184	607 (+)
Book Case Sections		176		306	782.05 (-)
Tape shelves					
Conserv-A-File (roll out units)		75		331	993 (-)
Conserv-A-File-V (side roll)					
Elevator (power files)		13		149	830
Add-A-Shelf		3		3	9 (-)
Movable Shelves (manual)		24		144	420 (-)
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe) Open Shelving		4		28	112
Conserv-A-File roll out for cards		1		6	90

REMARKS:

Include number of secure and vault areas in which records are stored 18

- ✓Tub file 1
- ✓Flexoline 1
- ✓Rotary 4
- ✓Addressograph plate 2
- ✓Various cabinets with & without doors 73

STATINTL

17 July 73
DATE

CER

OFFICE OF LOGISTICS

Report of Square Feet of Floor Space used for Filing Equipment:

Total Sq. Ft. 6,925

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS/Medical Services
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		9
2 Drawer (free standing)		18
4 Drawer (correspondence)		73
5 Drawer (correspondence)		
All purpose (with doors)		
Map and Plan File		
Kardex (<u>17</u> Slides)		2
10 - Drawer Card (<u>3 x 5</u> size card; <u>24</u> inches per drawer)		2
5 - Drawer Card (<u>5 x 8</u> size card; <u>30</u> inches per drawer)		2
OTHER (describe)		
8 - Drawer Card (5 x 8 size card: 28 inches per drawer)		2
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		1
5 Drawer (correspondence)		7
Map Cabinet Sections		
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
10 - Drawer Card (<u>3 x 5</u> size card; <u>48</u> inches per drawer)		2
70 - Drawer Card (<u>1½ x 3</u> size card; <u>21</u> inches per drawer)		1
OTHER (describe)		

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	19	8	152	456
Library type	36	4	8	32	96
		9	7	63	189
Book Case Sections	33	194	--	194	533
Tape shelves					
Conserv-A-File (roll out units)	80½	1	32	32	215
Conserv-A-File-V (side roll)	52	10	16	160	693.3
Elevator (power files)	24	1	8	8	16
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (5 x 8 size card; 24 ins per dr)	24	4	10	40	80
OTHER (describe) Card Shelves (7 3/8 x 3 1/4); 24 ins. per dr. 24		8	2	16	32
X-Ray Files (14"X17") Shelves 36"X15"	36	12	7	84	252

REMARKS:

Include number of secure and vault areas in which records are stored 5

Square feet of floor space - 2,264

7/17/73
DATE

[Redacted]

STATINTL

MANAGEMENT OFFICER

FILING EQUIPMENT INVENTORY
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TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS/Security (Hqs.)
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		169
2 Drawer (free standing)		44
4 Drawer (correspondence)		193
5 Drawer (correspondence)		33
All purpose (with doors)		8
Map and Plan File		0
Kardex (<u>34</u> Slides)		4
8 - Drawer Card (<u>tab</u> size card; <u>52</u> inches per drawer)		1
5 - Drawer Card (<u>3 x 5</u> size card; <u>100</u> inches per drawer)		7
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		3
5 Drawer (correspondence)		23
Map Cabinet Sections		0
Map and Plan File		0
Kardex (_____ Slides)		0
Safe-T-Stack Units		
1 - Drawer Card (<u>3 x 5</u> size card; <u>15</u> inches per drawer)		1
2 - Drawer Card (<u>3 x 5</u> size card; <u>16</u> inches per drawer)		3
OTHER (describe)		
2 - Door All Purpose Supply Cabs		19
4 - Drawer Card (3 x 5 size card; 16 inches per drawer)		1
10 - Drawer Card (3 x 5 size card; 48 inches per drawer)		15
54 - Drawer Card (3 x 5 size card; 18 inches per drawer)		27

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	693	6-7-8	5532	16,135
Library type	36	4	7	28	84
Book Case Sections	33	47	varies	167	431
Tape shelves	--	--	--	--	--
Conserv-A-File (roll out units)	42	25	5-6	141	470
Conserv-A-File-V (side roll)	--	--	--	--	--
Elevator (power files)	78 51	1 1	-- --	32 32	396 357
Add-A-Shelf	--	--	--	--	--
Movable Shelves (manual)	--	--	--	--	--
Movable Shelves (motorized)	--	--	--	--	--
CARD SHELVES (____ size card; ____ ins per dr)	--	--	--	--	--
OTHER (describe)					
✓ Tub Files - 3 x 5 trays - 240" P.T.				4 tubs	80
✓ 5 x 8 Locator Card File (10" length)					1
✓ 3 x 5 Revolving Wheel					1

REMARKS:

Include number of secure and vault areas in which records are stored

15

STATINTL

16 July 1973

DATE

OFFICER

Equipment Inventory Comparisons (Hqtrs)

(FY-1972 - FY-1973)

SAFES

	<u>FY-1972</u>	<u>FY-1973</u>	<u>Inc/Dec</u>
2 Drawer (under desk)	151	169	+ 18
2 Drawer (free standing)	71	44	- 27
4 Drawer (correspondence)	223	193	- 30
5 Drawer (correspondence)	47	33	- 14
All purpose (with doors)	10	8	- 2
Map and Plan File	0	0	----
Kardex (34 Slides)	4	4	No Change
8 Drawer Card	1	1	No Change
5 Drawer Card	8	7	- 1

CABINETS

4 Drawer (correspondence)	2	3	+ 1
5 Drawer (correspondence)	27	23	- 4
Map and Plan File	0	0	----
Kardex (Slides)	0	0	----
Safe-T-Stack Units	0	0	----
1 Drawer Card	1	1	No Change
10 Drawer Card	16	15	- 1
2 Drawer Card	3	3	No Change
4 Drawer Card	1	1	No Change
54 Drawer Card	27	27	No Change
2 Door Supply Cabinets	19	19	No Change

SHELVING

	<u>FY-1972</u>	<u>FY-1973</u>	<u>Inc/Dec</u>
	Sections/Shelves	Sections/Shelves	Sections/Shelves
Correspondence type	690 - 5514	693 - 5532	+ 3 - + 18
Library type	5 - 31	4 - 28	- 1 - - 3
Book Case Sections	59 - 262	47 - 167	- 12 - - 120
Tape Shelves	-----	-----	-----
Conserv-A-File (Roll Out)	22 - 91	25 - 141	+ 3 - + 50

Administrative - Internal Use Only

SHELVING Continued

	<u>FY-1972</u>			<u>FY-1973</u>			<u>Inc/Dec</u>		
	Sections	/	Shelves	Sections	/	Shelves	Sections	/	Shelves
Conserv-A-File V (Slide)	--	-	--	--	-	--	--	-	--
Elevator (power)	2	-	64	2	-	64		No Change	
Add-A-Shelf	--	-	--	--	-	--	--	-	--
Movable Shelves (Manual)	--	-	--	--	-	--	--	-	--
Movable Shelves (Motorized)	--	-	--	--	-	--	--	-	--
Card Shelves	--	-	--	--	-	--	--	-	--
Tub Files	4	-	20	4	-	20		No Change	
Locator Card File	1	-	1	1	-	1		No Change	
Revolving Wheel File	1	-	1W	1	-	1W		No Change	

VAULTS

	<u>FY-1972</u>	<u>FY-1973</u>	<u>Inc/Dec</u>
	14	15	+ 1

Administrative - Internal Use Only

File Equipment and Working Space Utilization

(Square Feet)

SAFES

<u>TYPE</u>	<u>ON HAND</u>	<u>SPACE</u>
2 Drawer (under desk)	169	1690 sq. feet
2 Drawer (free standing)	44	440 sq. feet
4 Drawer (correspondence)	193	1930 sq. feet
5 Drawer (correspondence)	33	330 sq. feet
All purpose (with doors)	8	100 sq. feet
8 Drawer Card	1	14 sq. feet
5 Drawer Card	7	98 sq. feet

CABINETS

4 Drawer (correspondence)	3	26.1 sq. feet
5 Drawer (correspondence)	23	200.1 sq. feet
1 Drawer Card	1	Desk top tray
2 Drawer Card	3	Desk top tray
4 Drawer Card	1	Desk top tray
54 Drawer Card	27	351 sq. feet
10 Drawer Card	15	126 sq. feet
2 Door Supply Cabinets	19	163.4 sq. feet

SHELVING

Correspondence Type	693 Sections	4677 sq. feet
Library Type	4 Sections	25 sq. feet
Book Case Sections	47	300.8 sq. feet
Conserv-A-File (roll out)	25 Sections	325 sq. feet
Elevator (power files)	2 Machines	74.4 sq. feet
✓Tub Files	4 Tubs	82 sq. feet

Total Utilization ----- 10,952.6 sq. feet

Administrative - Internal Use Only

FILING EQUIPMENT INVENTORY
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TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS/Support Services	TOTAL SQ. FT. FLOOR SPACE <u>105.5</u>
SAFES		<u>50 FT.</u>	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)			
2 Drawer (free standing)		<u>20</u>	2
4 Drawer (correspondence)		<u>60</u>	6
5 Drawer (correspondence)			
All purpose (with doors)			
Map and Plan File			
Kardex (_____ Slides)			
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS			TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)			
5 Drawer (correspondence)			
Map Cabinet Sections			
Map and Plan File			
Kardex (_____ Slides)			
Safe-T-Stack Units			
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			

OK

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS <i>SQ.FT</i>	UNITS SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	<i>12.8</i>	30	<i>2</i>	<i>X 6</i>	<i>15 1/2</i>
Tape shelves					
Conserv-A-File (roll out units)	<i>12.7</i>	36	<i>1</i>	5	24
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (_____ size card; _____ ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored _____

STATINTL

6/14/73
DATE

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DD/M&S/SAIC
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		
2 Drawer (free standing)		1
4 Drawer (correspondence)		3
5 Drawer (correspondence)		
All purpose (with doors)		
Map and Plan File		
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		
5 Drawer (correspondence)		
Map Cabinet Sections		
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (_____ size card; _____ ins per dr)					
OTHER (describe)					
Credenzas	38	2	2	4	12.6

REMARKS:

Include number of secure and vault areas in which records are stored _____

30 July 1973
DATE

STATINTL

EMENT OFFICER

FILING EQUIPMENT INVENTORY
 Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060035-4

TO: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DD/M&S/RAB	
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		
2 Drawer (free standing)		4
4 Drawer (correspondence)		7
5 Drawer (correspondence)		
All purpose (with doors)		
Map and Plan File		
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		
5 Drawer (correspondence)		
Map Cabinet Sections		
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	36	4	3-2's 1-3	9	27
Tape shelves					
Conserv-A-File (roll out units)	41	1	6	6	25
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
Credenza	38	1	2	2	6.3

REMARKS:

Include number of secure and vault areas in which records are stored _____

30 July 1973

DATE

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NT OFFICER

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS/Reg. Control
		TOTAL NO. OF SAFES ON HAND
SAFES		
2 Drawer (under desk)		6
2 Drawer (free standing)		1
4 Drawer (correspondence)		8
5 Drawer (correspondence)		-
All purpose (with doors)		-
Map and Plan File		-
Kardex (_____ Slides)		5
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
2-drawer "Panel Safe" for Remington Rand panels		1
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		
5 Drawer (correspondence)		
Map Cabinet Sections		
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored _____

STATINTL

DATE

TO: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DDM&S/Training	
	SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		11 +
2 Drawer (free standing)		22 -
4 Drawer (correspondence)		260 +
5 Drawer (correspondence)		4 +
All purpose (with doors)		4 -
Map and Plan File		0 -
Kardex (17 Slides) (5 x 8)		17 +
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
	CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		16 -
5 Drawer (correspondence)		126 +
Map Cabinet Sections		31 +
Map and Plan File		0
Kardex (17 Slides)		2 +
Safe-T-Stack Units		
- Drawer Card (3 X 5 size card; varied inches per drawer)	34	+ (circled)
- Drawer Card (5 X 8 size card; _____ inches per drawer)	17	+ (circled)
OTHER (describe)		
2 x 2" slide file (2 sections of 5 drawers each)		2
10 Compartment film storage cabinets (20 reels movie film each)		4
All Purpose (w/doors) (20)		18

ADMINISTRATIVE - INTERNAL USE ONLY Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	COST ONLY NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	29	Varied	364	1,092 -
Library type	36	30 aver.	30	1,085	3,255 +
Book Case Sections	30-40	20 aver.	Varied	795	2,000 +
Tape shelves	36-48	11 aver.		376	1,139 +
Conserv-A-File (roll out units)	36	4	5	20	60 -
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf	34	93	Varied	698	1,978 +
Movable Shelves (manual)	36-41	6	6	36	118 -
Movable Shelves (motorized)					
CARD SHELVES (5x8 size card; ____ ins per dr)	15 8	10	Varied	54	122 +
OTHER (describe) Shelves, 24 x 36"	36	2	6	12	36
Undercounter shelves	Varied	3	2	6	52
Film Racks	36	7	5	35	105
Rack, pamphlets & periodicals	av 34"	Varied	2	7	47

REMARKS:

Include number of secure and vault areas in which records are stored 25

The plus or minus symbol indicates an increase or decrease in the current total from last year's inventory.

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ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

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TO: Records Administration Branch
702 Magazine Building

FROM: (DIRECTORATE AND OFFICE)
DDS/Personnel

SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	36 + 4
2 Drawer (free standing)	22 + 4
4 Drawer (correspondence)	185 - 5
5 Drawer (correspondence)	1
Custody Safes (EMAB) All purpose (with doors) Mozler (Credit Union) 1	2
Map and Plan File	
Kardex (_____ Slides)	
5 - Drawer Card (<u>3x5</u> size card; _____ inches per drawer)	1
8 - Drawer Card (<u>5x8</u> size card; _____ inches per drawer)	1
OTHER (describe)	
Map Cabinet Sections	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	5 } + 1
5 Drawer (correspondence)	30
Map Cabinet Sections	
Map and Plan File	
Electra 540 Kardex (_____ Slides) on Manual Kardex, 16", 17" - 2 safe	9 2
Safe-T-Stack Units	
Double Drawer Card (<u>3x5</u> size card; <u>22</u> inches per drawer) (3.1) 10 - Double drawer (2 rows ea) (3x5 size card; <u>11x24</u> inches per drawer) (3.5)	555
OTHER (describe) Drawer Card files - (8½x23½ size drawer) for Passport envelopes (90 drawers)	1
Rolldex Tubs (SPD/CARB) for 3x5 cards - 2	2 tubes 31.5 square ft.

ADMINISTRATIVE-INTERNAL USE ONLY

VContinue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	64		448	1344
Library type					
Book Case Sections	33	47		132	363
Tape shelves					
Conserv-A-File (roll out units)	36	13		74	222
Conserv-A-File - Roll Out ConservAF10EV(Side) 5 back 4 back 4 back, 3 front	25½ 36 30	162 1 Unit 1 Unit	4 7 7	648 63 49	1388 180 139.8
Add-A-Shelf Open Shelving	36	2	8	72 192	216 576
Movable Shelves (manual)		96	10	7	560
Movable Shelves (motorized)					
CARD SHELVES (size card; ins per dr)					
OTHER (describe) Wooden shelf cabinets on top of safes OD/Pers					
Wooden shelving (MMPD)	48	2	8		26 2/3
Tape Racks (2) Credit Union					

REMARKS:

Include number of secure and vault areas in which records are stored

13

13 Vaulted Areas.

27 July 1973

DATE

STATINTL

OFFICER

SHELVING	UNIT WIDTH	NUMBER OF SHELVES	TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
Correspondence type	36	5	35	105
	36	3	21	63
Library type				
Book Case Sections	36	1	3	9
	38	1	2	6 1/3
Tape shelves	32	49	146	386.3
2 Tape racks (CU)				
Conserv-A-File (roll out units)	36	4	20	60.
	36	9	54	162.
Conserv-A-File-V (side roll)	25 1/2	162	648	1388
	36	Unit	63	180
		7	49	139
Open Shelving	36	25	192	575.2
	36	2	5	14.1
	36	9	71	213.
FULL SPACE 96x83 (filling area)	96	10	70	560
CARD SHELVES (size card; ins per dr)				
OTHER (describe)				
Wooden shelf cabinets on top of boxes-OD/Perz				
Wooden Shelving (MPB)	48	2	8	26 2/3
REMARKS:				

Include number of secure and vault areas in which records are stored 1327 July 1973

DATE

STATINTL

MANAGEMENT OFFICER

1 August 1973

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Annual Report of Records Volume -
SIPS Task Force

1. The 51% increase in records volume shown in the attached Report of Records Holdings for the SIPS Task Force can be attributed to the intense increase in Task Force activity over the past fiscal year in moving towards project implementation, the writing and assembly of user (customer) and operations procedure manuals, and the formalization of specification and requirements documentation expected at this phase of the project. Since the Task Force (now known as OJCS/MAP) has reached this point, efforts can now be made through the developing fiscal year to reduce the size of various project and work reference files through destruction or through transfer of scheduled materials to the Records Center. In lieu of attempting to establish a records control schedule [now in draft form] for the SIPS Task Force [now defunct], MAP will use the schedule already established for OJCS.

2. No attempt has been made to complete the FilingSTATINTL Equipment Inventory since equipment used by the Task Force belongs to OJCS.



*No equip
inventory
SEE OJCS*

FILING EQUIPMENT INVENTORY
 Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060035-4

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDM&S/Finance
SAFES	Floor Space Square Footage	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	480.	48
2 Drawer (free standing)	190.	19
4 Drawer (correspondence)	1,170.	117
5 Drawer (correspondence)	380.	38
All purpose (with doors)	49.6	4
Map and Plan File	25.2	1
Kardex (17 Slides)	25.2	4
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
8 - drawer safe (28 $\frac{1}{2}$ " x 17 $\frac{1}{2}$ " inside) (microfilm or currency)	30.	3
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	10.	1
5 Drawer (correspondence)	900.	90
Map Cabinet Sections		
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
10 - Drawer Card (7x3 size card; 44 inches per drawer)	99.6	12
* - Drawer Card (3x5 size card; 48 inches per drawer)	11.2	2
OTHER (describe)		
2 - drawer card (3x5 size card; 16" per drawer)	0.	20 units
8 - drawer card (4x12, 24" per drawer)	6.1	1

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored _____

DATE

SIGNATURE OF RECORDS MANAGEMENT OFFICER

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060035-4

SHELVING	SQUARE FOOTAGE FLOOR SPACE	UNIT WIDTH (in inches)	NUMBER SECTIONS	SHELVES HIGH	TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.	
Correspondence type	405.5	36"	1 19 20 17 3	5 6 7 8 9	422	1,276	
Library type	93.8	36	1 2 12	3 2 7	91	271	
Book Case Sections	198.0	33	3 14 9 7	1 3 4 5	104	259	
Conserv-A-File (roll out units)	302.0 25.4	32 34.5	22 2 2	legal letter 5	120	320. 58	
Conserv-A-File-V (side roll)	281.25	34.5	25	9	225	647	
Elevator (power files)						0	
Add-A-Shelf						0	
Movable Shelves (manual)						0	
Movable Shelves (motorized)						0	
CARD SHELVES (size card; ins per dr)						0	
OTHER (describe)						5	
1. Sorting Unit	0	58	4 1	1 2	1 2	10	
2. Sorting Unit	0	33	3	5	15	13	
3. Sorting Unit	7.5	36	3	3	9	9	
4. Sorting Unit	7.5	36	3	12	36	36	
5. Storage type shelving	26.25	42	3	7	21	74	
6. Magazine/literature display rack (2" deep per row, 8 rows, 42" wide)	9.0					6	

REMARKS:

Include number of secure and vault areas in which records are stored

8

STATINTL

31 July 1973
DATE